



City of Seattle

Gregory J. Nickels, Mayor

Department of Neighborhoods

Yvonne Sanchez, Director

**NEIGHBORHOOD MATCHING FUND  
2005 RACE AND SOCIAL JUSTICE PROJECT  
APPLICATION**

**INTRODUCTION**

The City of Seattle Department of Neighborhoods (DON), in support of Mayor Nickels' Race and Social Justice Initiative, is requesting applications from community groups that demonstrate grassroots efforts to improve racial and social justice in the city. Our aim is to build a stronger sense of community and connection among our City's diverse populations. All interested City of Seattle community groups are encouraged to submit an application.

***Up to \$15,000 of matching funds may be awarded to a project.***

**PURPOSE**

The Race and Social Justice Project creates grassroots opportunities for diverse communities to interact, encourage mutual understanding and respect, celebrate uniqueness, openly address issues of racial and social inequity, and hopefully, help improve the quality of life for *all* City residents.

Since 2003 we have provided funding for 70 projects. Below are a few samples of the areas of interest of past applications and awarded projects.

- Building better and stronger relationships between the police and communities of color
- Bridging language and cultural barriers between grassroots communities
- Youth or senior-led projects
- Leadership development training/mentoring in under-represented communities
- Performance arts that promote personal and community awareness
- Public education events and/or campaigns related to discrimination and bias

A detailed list of 2003 and 2004 awarded projects and descriptions is available by request or can be accessed on the web, <http://www.seattle.gov/neighborhoods/nmf>

**ELIGIBILITY REQUIREMENTS**

**The following groups are eligible to submit a proposal: All Groups**

- Groups of people in the City of Seattle who come together for the purpose of working on a project
- Grassroots or business organizations in Seattle
- Local organizations that represent communities of color or communities of interest in Seattle

***Prior to applying all groups must attend a technical assistance workshop or meet with a Neighborhood Matching Fund staff member to discuss the proposed project. (see page 3 for contact information)***

**All projects must:**

- Emphasize building community as the focus of the project. This includes widespread participation, building new relationships, opportunities for grassroots leadership, a clear and visible public benefit, and clear project accomplishments
- Be proposed and led by a *group* of people (*applications from individuals are not eligible*)
- Include community contributions to match the requested dollars. The match - to - request ratio must be at least fifty cents from the community to every dollar from the City. For example, if you submit a request for \$10,000, you will be required to provide a minimum match of \$5,000 in volunteer time, in-kind (supplies or services), or cash contribution
- Be completed within 12 months

<b>TIMELINE</b>
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- |   |  |
|---|--|
| • Application packets available                                 | September 9, 2005                            |
| • Technical assistance workshops for all prospective applicants | September 10, 2005 and<br>September 14, 2005 |
| • <b>Deadline for applications</b>                              | <b>October 28, 2005, by 5:00 PM</b>          |
| • Decision and notification of conditional awards               | December 16, 2005                            |
| • Mayor's Announcement of Awards Celebration Event              | January 2006                                 |
| • Negotiate terms of contract                                   | January 2006                                 |
| • Projects underway and completed                               | January 2006-January 2007                    |

<b>EVALUATION CRITERIA</b>
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A panel including representatives of government and the community will rate proposals based on these criteria:

**Project Idea**

- The project brings people together to improve race relations and social justice issues
- Provides a good description of what the project is and how it will be done
- Will be carried out primarily by volunteers (versus paid staff or consultants)

**Encourages Community Building**

- Widespread participation and builds new relationships
- Opportunities for grassroots leadership
- Clearly stated community benefit
- Promotes local control, self-help and collective action

**Budget and Work Plan**

- Costs are reasonable and appropriate for the use of public dollars
- Activities are thorough and well planned and support completing the project

**Community Match**

- Documented with signatures that show widespread support for the project
- Match is real and in line with the goals of the project

**Positive Outcomes**

- The project clearly identifies achievable community building and race and social justice goals
- The key action(s) proposed by the project are realistic and will make a difference
- A clear statement of how their community and the public will benefit from the project

<b>2005 Technical Assistance Workshops – REQUIRED ATTENDANCE</b> <b>Select one of the following workshops:</b>	
<b>September 10, Saturday</b> <b>9:00 – 10:30 AM IDEAS FAIR</b> <b>10:30 – 11:30 Workshop</b> <b>Seattle Vocational Institute</b> <b>2120 South Jackson St.</b>	<b>September 14, Wednesday</b> <b>6:00 – 7:30 PM</b> <b>Beacon Hill Public Library</b> <b>2821 Beacon Avenue South</b>

***Questions? Contact one of the following Neighborhood Matching Fund staff members for additional details or to schedule an appointment to discuss your project ideas:***

Laurie Ames: 206-684-0320  
[laurie.ames@seattle.gov](mailto:laurie.ames@seattle.gov)

John Eskelin: 206-684-0359  
[john.eskelin@seattle.gov](mailto:john.eskelin@seattle.gov)

Patricia Lopez: 206-684-0713  
[patricia.lopez@seattle.gov](mailto:patricia.lopez@seattle.gov)

Emma Moreno 206-386-4123  
[emma.moreno@seattle.gov](mailto:emma.moreno@seattle.gov)

Garry Owens: 206-684-0718  
[garry.owens@seattle.gov](mailto:garry.owens@seattle.gov)

Allynn Ruth: 206-684-0301  
[allynn.ruth@seattle.gov](mailto:allynn.ruth@seattle.gov)

Anne Takekawa: 206-684-4523  
[anne.takekawa@seattle.gov](mailto:anne.takekawa@seattle.gov)

Thomas Whittemore: 206-733-9586  
[thomas.whittemore@seattle.gov](mailto:thomas.whittemore@seattle.gov)

## NMF RACE AND SOCIAL JUSTICE PROJECT

## ❧ APPLICATION CHECKLIST ❧

## Technical Assistance Workshops – REQUIRED ATTENDANCE

**Select one of the following Workshops:**

**September 10, Saturday, 10:30 – 11:30 AM**  
**Seattle Vocational Institute**  
**2120 South Jackson St.**

**September 14, Wednesday, 6:00 – 7:30 PM**  
**Beacon Hill Public Library**  
**2821 Beacon Avenue South**

- ☐ **Attend a Technical Assistance Workshop or meet with a Project Manager**
  - ☐ **Complete the Application Cover Letter**
  - ☐ **Complete questions 1-5 in no more than 3 pages, double spaced, 12 point font**
    - 1. Describe the proposed project idea  
Tell us why this project is important and how it will strengthen your community. What effective approach will be used to bring people together?
    - 2. Describe how this project encourages community building  
Tell us how this project builds new relationships, allows for new leadership, and benefits the public. Include clear project accomplishments.
    - 3. Describe the expected positive outcomes of your project. How will you meet your community building goals? What will be the key action(s) taken? State the community benefit.
    - 4. Provide a Timeline/Workplan (no more than 12 months)  
Submit a proposed timeline/workplan that describes major project activities and when they will be done. **Note:** Projects should be completed by January 2007.
    - 5. Submit a detailed budget that includes your community match  
List reasonable and appropriate project expenses. Include community match (cash donations, volunteer hours, supplies, and professional help) *with* documentation confirming pledges and donations. Other City resources are not eligible to be counted as match.
  - ☐ **Gather completed application materials including:**
    - Cover letter
    - Responses to questions 1-5
    - Project Budget
    - Timeline/Workplan
  - ☐ **Submit application by 5:00 PM, October 28, 2005** (Late proposals will not be accepted) to:  
  

Department of Neighborhoods	or	Any Neighborhood Service Center
700 5 <sup>th</sup> Ave, Suite 1700		For Locations, Call 206-684-0464
PO Box 94649		
Seattle, WA 98124-4649		

**2005 RACE and SOCIAL JUSTICE PROJECT APPLICATION  
COVER SHEET**

**Project Name:**

**Neighborhood/Community Group Applying:**

**Application Contact Person:**

**Mailing Address and Zip code:**

**Day Phone (include area code):**

**Home Phone (include area code):**

**Email Address:**

**Total Amount of Project Request:** \_\_\_\_\_

**Total Value of the Community Match (in-kind and cash):** \_\_\_\_\_

The signature below declares that s/he is the Chairperson or President of the applicant organization, assures that the organization agrees to undertake this project, and assures that any funds received as a result of the proposal will be used only for the purposes set forth in the applicant's proposal.

Name (print) \_\_\_\_\_

Signature \_\_\_\_\_

Address/Zip \_\_\_\_\_ Day Phone \_\_\_\_\_

**City of Seattle Department of Neighborhoods**  
700 5th Avenue, Suite 1700, PO Box 94649, Seattle, WA 98124-4649  
Tel: 206-684-0464, TTY: 206-733-9595, Fax 206-233-5142  
<http://www.seattle.gov/neighborhoods/nmf>

## RACE and SOCIAL JUSTICE PROJECT BUDGET

City of Seattle Department of Neighborhoods – Neighborhood Matching Fund Program (NMF)

**Instructions:** Consider the **total budget** required for your project. Use the table below to break down the costs of your project, separating out the amount that will come from the Neighborhood Matching Fund (NMF) and the amount that will come from your match. Together, the first four columns should add up to your total budget.

Expenses (describe items)	NMF Request	Community/Neighborhood Match			List attachments of items in the Match columns	(NMF Award + Match =) Total Budget
		Volunteer Match	In-Kind Match (Donated supplies, services or other non-cash donations)	Cash Match		
<b>Personnel</b>						
<b>Subtotal</b>						
<b>Supplies/Materials</b>						
<b>Subtotal</b>						
<b>Services</b>						
<b>Subtotal</b>						
<b>Capital or Other</b>						
<b>Subtotal</b>						
<b>Grand Total</b>						